

COMMISSION ON LOCAL GOVERNMENT

How to Complete Fiscal Impact Estimates

The [*Code of Virginia*](#) requires the Commission on Local Government (CLG) to determine whether bills referred for local fiscal impact analysis impose on localities either “net increases in expenditures” or “net reductions in revenue.” Below is a guide to completing Fiscal Impact Estimates. If you have any questions or concerns, please contact Grace Wheaton by phone at (804) 310 3410 or by email at grace.wheaton@dhcd.virginia.gov.

Register for the CLG Web Portal:

You will use a web portal to assign, perform, and submit fiscal impact statements to the CLG. Information on registering for this web portal is circulated annually before the General Assembly Session. After registering, new users will receive login information.

Below is the link to the CLG Web Portal Login:

<https://dmz1.dhcd.virginia.gov/CLGSubmission/Login.aspx>

Upon accessing the web portal, you will be asked to enter your login information (your registered email and assigned password). If you have forgotten your password, click the “Forgot Password” link and follow the steps to retrieve it.

If you registered as a volunteer and did not receive a login e-mail from CLG or are experiencing issues logging in, please contact Grace Wheaton at the contact information above.

To Complete a Fiscal Impact Estimate:

1. Log into the CLG Portal:

You will receive an email notification when a bill is assigned to you for a fiscal impact estimate.

To complete the estimate, you should first login to the web portal. See the instructions above for additional details about logging into the portal.

After completing your login, you will see a list of bill assignments. The assignments will include a bill number and the due date for the analysis. Click on the bill you would like to review to begin an estimate.

2. Complete the Estimate:

Upon selecting the bill to review, you will see a page displaying the estimate form. The form will contain information about the bill, including the bill number (with a link to the legislation on LIS), patron, due date, and a summary of the bill.

In addition to this information, the form also includes a series of questions, divided into three sections. These sections ask you to identify and categorize the fiscal impacts of the bill. After reviewing the legislation, you should perform your estimate using the provided form.

The first section of the estimate form asks you to identify the locality you represent, and state which bill you're performing an estimate on.

The second section asks you to identify if a bill will cause a net increase in expenditures for your locality. If so, you should complete the questions in this section which ask you to identify if the expenditure increase is one-time or recurring, what category the expenditure increase falls into, and other additional information. If the bill will not cause a net increase in expenditures, then you should proceed to the third section.

The third section asks you to identify if a bill will cause a net decrease in revenues for your locality. If so, you should complete the questions in this section, which ask you to identify what revenue stream is impacted by the revenue loss, and other additional information. If the bill will not cause a revenue decrease, then proceed to the final step.

For guidance on the substance of your analyses, see the document titled "[What Makes a Good Estimate of Local Fiscal Impact?](#)"

2. Return the Estimate:

When your analysis is complete, first review your analysis for accuracy and completion. Once you are satisfied with the review, click the "Submit" button at the bottom of the page.

If you have additional information that you would like CLG to review, please e-mail it to Grace Wheaton at the address listed below.

Questions or Problems?

Contact Grace Wheaton by phone at (804) 310 3410 or by e-mail at grace.wheaton@dhcd.virginia.gov. Feel free to refer to the CLG page on [Fiscal Impact Review](#) for additional materials.